

NAEFO POLICIES

APPROVED: February 14, 2009
REVIEWED: January 15, 2011
REVISION: _____

POLICY NUMBER 1.0

Adoption of Policies

PURPOSE

The Board of Directors may adopt policies to interpret or implement the Associations By Laws, or to establish procedures for the operation and conduct of the Association

SCOPE

This policy applies to all persons directly associated with the National Association of Elected Fire Officials.

GENERAL PROVISIONS

1.10 ADOPTION OF POLICIES

Policies shall be adopted by a two-thirds vote of a quorum of the Board of Directors.

1.11 REPEAL OF POLICIES

Policies shall be repealed, suspended or modified by a two-thirds vote of a quorum of the Board of Directors.

1.12 RETENTION OF POLICIES

Policies shall be maintained at the main place of business of the Association.

(a) The maintenance of the policies shall be the responsibility of the Secretary of the Board of Directors.

(b) Policies shall be numbered and include the date the policy was adopted or modified.

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POLICY NUMBER 2.0

Procedure for Amending By Laws

PURPOSE

Specifies the procedure for proposing By Law amendments at the annual General Membership meeting by voting members in good standing or by the Board of Directors.

SCOPE

This policy applies to all persons directly associated with the National Association of Elected Fire Officials.

GENERAL PROVISIONS

2.10 AMENDMENT PROPOSAL BY VOTING MEMBER

A voting member in good standing of the Association may propose an amendment to the Association Bylaws as follows:

- (a) The proposed amendment must be submitted to the Secretary of the Association not less than 90 days before the annual meeting.
- (b) The proposed amendment must be submitted in writing and in the proper form.

2.11 ACTION BY THE SECRETARY

The Secretary of the Association shall provide a copy of the proposed bylaw amendment to the Bylaws Committee of the Association if such committee exists.

- (a) The Bylaws Committee shall review the proposed amendment and provide a recommendation to either approve, oppose or amend the amendment and provide that information to the Board of Directors not less than 60 days before the annual meeting.

2.12 ACTION BY THE BOARD OF DIRECTORS

The Board of Directors may recommend to the membership approval, denial or modification of the proposed amendment not less than 30 days before the annual meeting.

- (a) The Secretary of the Association shall insure that a summary of the proposed bylaw amendment and the action, if any, of the Board of Directors shall be published in the regular means of member communication to the general membership not less than 15 days before the annual conference.

- (b) A copy of the proposed bylaw amendment, along with any recommendation of the Board of Directors shall be made available to the membership at the beginning of

the regular business meeting at the annual meeting.

(c) The proposed amendment shall be placed on the agenda of the business meeting at the proper time.

2.13 AMENDMENT PROPOSAL BY BOARD OF DIRECTORS

The Board of Directors may propose a bylaw amendment for approval by the membership at the annual meeting.

(a) The Board of Directors may refer a proposed bylaw amendment to the Bylaws Committee, if one exists, for a recommendation. In no event shall the Bylaw Committee submit a proposed bylaw amendment to the membership without the approval of the Board of Directors.

(b) A proposed bylaw amendment by the Board of Directors shall be published in the regular means of members communication to the general membership not less than 15 days before the annual meeting.

(c) A copy of the proposed bylaw amendment shall be made available to the membership at the beginning of the regular business meeting at the annual meeting.

(d) The proposed amendment shall be placed on the agenda of the business meeting at the proper time.

*Annual meeting shall mean the annual general membership meeting.

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POLICY NUMBER 3.0

Partnerships and Agreements

PURPOSE

The Board of Directors may from time to time, enter into agreements with third parties, including members, for a partnership or other agreement. This policy provides guidance to the Board of Directors for adopting such agreements

SCOPE

This policy applies to all persons directly associated with the National Association of Elected Fire Officials.

GENERAL PROVISIONS

3.10 CRITERIA FOR REVIEW OF PROPOSALS

The Board of Directors shall consider, where appropriate, the following criteria in reviewing proposals:

- (a) The relationship of the proposal to the fire service.
- (b) The relationship of the proposal to the objectives and purposes of the Association.
- (c) The relationship of the proposal to the Strategic Plan of the Association.
- (d) The reputation and history of the organization.
- (e) The financial impact, if any, upon the Association and its members.
- (f) The impact of the proposal on the reputation of the Association.
- (g) The impact of the proposal on other vendors or agreement holders of the Association.
- (h) The long-term as well as short-term impacts of the proposal on the Association and its members.
- (i) The appropriateness of the term of the agreement.
- (j) Any other criteria the Board of Directors believes is appropriate.

3.11 ACTION BY THE BOARD OF DIRECTORS

The Board of Directors may approve or amend a proposed partnership or agreement subject to the following conditions:

- (a) The approval of the proposal shall be by two-thirds vote of a quorum of the Board of Directors.
- (b) Approved proposals shall be received by the Secretary of the Association and kept at the place of business of the Association in a secure manner.

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POLICY NUMBER 4.0

Credentials

PURPOSE

To ensure accurate results of decisions taken at the annual business meeting, the Board of Directors must take certain actions. This policy set the requirements for member voting at the annual meeting

SCOPE

This policy applies to all persons directly associated with the National Association of Elected Fire Officials.

GENERAL PROVISIONS

4.10 CREDENTIALS PROCESS

Before the annual business meeting, or before any other meeting that will result in a vote by the general membership, the following shall be done:

- (a) The Secretary of the Association shall review the registration list and determine which registrants are members in good standing of the Association.
- (b) Name badges shall be issued to members before the meeting that clearly
- (c) The Secretary of the Association shall insure that only members with the appropriate badge shall be allowed to vote during the meeting. Any individual attending without the appropriate badge will not be allowed to vote, regardless of their membership status.

NAEFO POLICIES

APPROVED: February 14, 2009

POLICY NUMBER 5.0

REVIEWED: January 15, 2011

REVISION: _____

Appointment and Authority of Committees

PURPOSE

To allow the NAEFO Board of Directors the ability to create committees to further the purposes of the Association

SCOPE

This policy applies to all persons directly associated with the National Association of Elected Fire Officials.

GENERAL PROVISIONS

5.11 APPOINTMENT OF COMMITTEE MEMBERS

The President of the Association shall have the authority to appoint members of committees authorized by the Board of Directors subject to the following conditions:

- (a) The President must notify the Board of Directors at their next regular or special meeting of any appointments made.
- (b) The Board of Directors may overturn an appointment made by the President upon a two-thirds vote.
- (c) The President shall appoint a chair of each committee.

5.12 AUTHORITY OF COMMITTEES

A committee authorized by the Board of Directors has only that authority as granted by the Board. In addition, committees are subject to the following:

- (a) A committee chair may establish meeting dates and committee procedures at his or her discretion.
- (b) The committee chair may appoint subcommittees and subcommittee chairs.
- (c) A committee may only make recommendations to the Board of Directors, unless specifically authorized by the Board.
- (d) A committee may not speak on behalf of the Association unless specifically authorized by the Board of Directors.
- (e) The committee may only have voting members who have been appointed by the President of the Association. Other Association members or guests may not vote at committee meetings.
- (f) All committee meetings shall be open to any member in good standing.

5.13 TERM OF APPOINTMENT

Committee member terms shall run concurrent with the term of office of the appointing President, unless the Board of Directors provides for a different term of office.

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POLICY NUMBER 6.0

Protection of Records

PURPOSE

The protection of record, which include By Laws, meeting minutes, and other documents that are critical of the proper operation of the Association for compliance with appropriate State law.

SCOPE

This policy applies to all persons directly associated with the National Association of Elected Fire Officials.

GENERAL PROVISIONS

6.10 GENERAL RESPONSIBILITY FOR RECORD KEEPING

The Secretary of the Association shall be responsible for the preservation and maintenance of all records of the Association. The Secretary may:

(a) Delegate certain responsibilities to the Executive Director, if any, with the approval of the Board of Directors.

6.11 LOCATION OF RECORDS

Records of the Association shall be maintained at the main place of business of the Association. It is the responsibility of the Secretary of the Association to ensure that the records are kept in a secure manner.

6.12 AMENDMENTS TO RECORDS

When Association documents are amended, the Secretary of the Association shall ensure that all amendments have been properly made in accordance with the Bylaws and adopted policies.

6.13 CHALLENGES TO CONTENT

If a member or other party challenges the content of any official record of the Association, the Secretary of the Association shall make the determination of the validity of the challenge. The decision of the Secretary may be appealed to the Board of Directors, whose decision shall be final.

NAEFO POLICIES

APPROVED: February 14, 2009

POLICY NUMBER 7.0

REVIEWED: January 15, 2011

REVISION: April 16, 2011

Check Signing

PURPOSE

To establish who is eligible to sign checks.

SCOPE

This policy applies to all persons directly associated with the National Association of Elected Fire Officials.

GENERAL PROVISIONS

All checks issued on behalf of the Association shall be signed by any of the following: President, Vice President, Secretary / Treasurer or Executive Director approved by The Board of Directors.

The check register of the Association shall be given monthly to the President or designee for review.

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APPROVED: January 7, 2012
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REVISION: _____

POLICY NUMBER 8.0

Event Cancellation

PURPOSE

To establish clear cancellation guidelines for meetings, events and refunds.

SCOPE

This policy applies to any events put on by the National Association of Elected Fire Officials (NAEFO) and all persons registered for any events hosted by the National Association of Elected Fire Officials.

GENERAL PROVISIONS

Event Cancellation by NAEFO

- NAEFO reserves the right to cancel an event due to low enrollment or other circumstances.
- If NAEFO cancels an event, registrants will be offered a full refund.
- Should circumstances arise that result in the postponement of an event, registrants will have the option to either receive a full refund or transfer registration to the same event at the new, future date.

Registration Cancellation by Participant

- Registration cancellations received twenty one (21) days prior to the event date, will receive a full refund for your registration.
- Registration cancellations received between twenty (20) and eight (8) days prior to the event date, will receive a 50% refund for your registration.
- Registration cancellations received after seven (7) days prior to the event date, will not receive a refund.
- Cancellations will be accepted via phone or email, and must be received by the stated cancellation deadline.
- All refund requests must be made by the district or attendee.
- Refund requests must include the name of the attendee and district.

Registration Substitution by Participant

- If an attendee is unable to attend the event, they may substitute, by arrangement with NAEFOprior to the event date, someone else from the same district, with no penalty.

NAEFO POLICIES

APPROVED: March 31, 2012

POLICY NUMBER 9.0

REVIEWED: _____

REVISION: _____

Sponsor Guidelines

PURPOSE

To establish clear guidelines for sponsors.

SCOPE

This policy applies to any sponsor that registers with the National Association of Elected Fire Officials (NAEFO) for sponsorship opportunities for any events hosted by the National Association of Elected Fire Officials.

GENERAL PROVISIONS

Platinum Sponsor - \$1,000.00 (Renew annually)

- Two (2) complimentary conference tickets. Tickets include breakfast, lunch and Welcome Reception.
- Opportunity for representative to briefly address the conference attendees during one (1) lunch break.
- Acknowledgement of sponsorship during the conference and on the conference program, registration packet, website and electronic Update.
 - Company name, logo and brief (150 word) company bio will appear in the conference registration packet. Sponsor to provide one page ad (see ad dimensions).
 - Company name and logo will appear on website and electronic Update for one (1) year upon receipt of sponsorship dues.
- Named sponsor of drink tickets (2 per attendee) at the Conference Welcome Reception, held on the first evening of conference. Company name will be announced and printed on each drink ticket and the conference program.
- Opportunity to provide marketing material to attendees at conference and other events.
- Opportunity for a prize give away for the attendees during the Conference Welcome Reception, held on the first evening of the conference and during the Annual Business Meeting, held during the day on the second day of the conference.

- A plain six (6) foot conference table with one (1) chair will be provided.
 - Sponsor to be responsible for providing skirting, signage/banner, etc.

Gold Sponsor - \$750.00 (Renew annually)

- Two (2) complimentary conference tickets. Tickets include breakfast, lunch and Welcome Reception.
- Opportunity for representative to briefly address the conference attendees during one (1) lunch break.
- Acknowledgement of sponsorship during the conference and on the conference program, registration packet, website and electronic Update.
 - Company name, logo and brief (100 word) company bio will appear in the conference registration packet. Sponsor to provide one page ad (see ad dimensions).
 - Company name and logo will appear on website and electronic Update for one (1) year upon receipt of sponsorship dues.
- Named sponsor of one (1) conference lunch break, on either the first or second day of the conference. Company name will be announced and printed on the conference program.
- Opportunity to provide marketing material to attendees at conference and other events.
- Opportunity for a prize give away for the attendees during the Annual Business Meeting, held during the day on the second day of the conference.
- A plain six (6) foot conference table with one (1) chair will be provided.
 - Sponsor to be responsible for providing skirting, signage/banner, etc.

Silver Sponsor - \$500.00 (Renew annually)

- Two (2) complimentary conference tickets. Tickets include breakfast, lunch and Welcome Reception.
- Acknowledgement of sponsorship during the conference and on the conference program, registration packet, website and electronic Update.
 - Company name and logo will appear in the conference registration packet. Sponsor to provide half page ad (see ad dimensions).
 - Company name and logo will appear on website and electronic Update for six (6) months upon receipt of sponsorship dues. Example: Three (3) months before and three (3) months after conference.

- Named sponsor of one (1) morning coffee break, on either the first or second day of the conference. Company name will be announced and printed on the conference program.
- Opportunity to provide marketing material to attendees at conference and other events.
- A plain six (6) foot conference table with one (1) chair will be provided.
 - Sponsor to be responsible for providing skirting, signage/banner, etc.

Bronze Sponsor - \$250.00 (Renew annually)

- One (1) complimentary conference tickets. Tickets include breakfast, lunch and Welcome Reception.
- Acknowledgement of sponsorship during the conference and on conference program and registration packet.
 - Company name and logo will appear in the conference registration packet. Sponsor to provide quarter page ad (see ad dimensions).
 - Company name and logo will appear on website and electronic Update for three (3) months upon receipt of sponsorship dues. Example: One (1) month before and two (2) months after conference.
- Opportunity to provide marketing material to attendees at conference and other events.
- A plain six (6) foot conference table with one (1) chair will be provided.
 - Sponsor to be responsible for providing skirting, signage/banner, etc.